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AUTHOR Dumond, Val
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ABSTRACT

This handbook is intended for students, teachers, journalists, executives, and court and government workers who want to eliminate sexism from their English. It offers sound advice on gender-inclusive or gender-neutral language. Among its topics of interest are: the reasons to avoid sexist language; sensible alternatives to offensive terminology; how to recognize and eliminate underlying discriminatory language; and 10 ways to circumvent sexist writing. Chapters in the handbook are arranged for quick and easy reference to help solve problems when they arise. A glossary of nonsexist "do's and don'ts" and alternative terms concludes the handbook. (NKA)

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